

# UNEMPLOYMENT INSURANCE TAX REPORT ADJUSTMENT

## INSTRUCTIONS ON REVERSE

Employer Account Number										Batch/Page	
Owner, Partners, or Corporate Name											
1. Correct total number of workers as of the 12 <sup>th</sup> of each month.											
1 <sup>st</sup> Quarter			2 <sup>nd</sup> Quarter			3 <sup>rd</sup> Quarter			4 <sup>th</sup> Quarter		
Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
			<b>Revised Report</b>			<b>Prior Report</b>			<b>Difference</b>		
Qtr./Yr.	2. Total Wages										
	3. Excess Wages										
Rate	4. Taxable Wages										
	5. Taxes Due										
Credit Rate	6. Interest										
	7. Tax Credit*										
	<b>8. Total Due</b>										
Qtr./Yr.	2. Total Wages										
	3. Excess Wages										
Rate	4. Taxable Wages										
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Qtr./Yr.	2. Total Wages										
	3. Excess Wages										
Rate	4. Taxable Wages										
	5. Taxes Due										
Credit Rate	6. Interest										
	7. Tax Credit*										
	<b>8. Total Due</b>										
8. <input type="checkbox"/> Form UITR-1a, Enclosed <input type="checkbox"/> Form UITR-6a, Enclosed <input type="checkbox"/> No Wage Report Needed										9. Total Paid	
10. Reason for Adjustment										11. Signature	
										12. Date	

\* Item 7—Tax Credit applies only to eligible employers for calendar years 2001 and 2002.

## INSTRUCTIONS FOR THE UNEMPLOYMENT INSURANCE TAX REPORT ADJUSTMENT

1. **Number of Workers** – Complete this item if the number of workers reported on the original Form UITR-1, Unemployment Insurance Tax Report, was incorrect. Enter the correct total number of workers for each month.
2. **Total Wages** – Enter the total gross wages paid or payable, including wages that were earned or accrued but not yet paid.

NOTE: Form UITR-6a, Multiple Quarter Adjustment of Worker's Wages, must be completed and attached to show any quarterly wage adjustments.

3. **Excess Wages** – Enter wages paid during the quarter in excess of the \$10,000 taxable wages for the calendar year.
4. **Taxable Wages** – This is the first \$10,000 gross wages paid to a worker during a calendar year.

### EXAMPLE OF COMPUTING TAXABLE WAGES

	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Gross Wages	\$3,600	\$3,600	\$3,600	\$3,600
Excess of \$10,000	-0-	-0-	\$ 800	\$3,600
Taxable Wages	\$3,600	\$3,600	\$2,800	-0-

5. **Tax Due** – Calculate this amount by multiplying the employer's tax rate times the taxable wages.  
Example:  $.027 \times \$1,000 = \$27.00$ .
6. **Interest Due** – Enter the amount of interest due. Interest is charged at a rate of 1.5% (.015) per month or any portion of a month for taxes paid after the due date.
7. **Tax Credit** – Enter the amount of tax credit. The tax credit applies to calendar years 2001 and 2002. Employers that are eligible for this tax credit received notice of their eligibility with Form UITR-1, Unemployment Insurance Tax Report
8. **Total Amount Due** – The sum of lines 5 and 6.
9. **Check the appropriate box** as described below:
  - Form UITR-1a, Enclosed – If you are reporting wages using a single quarter form.
  - Form UITR-6a, Enclosed – If you are correcting wages previously reported or if wages were incorrectly reported under on unemployment insurance account number and must be transferred to another account.
  - No Wage Report Needed – If completing this form does not effect worker wages previously reported.
10. **Reason for Adjustment** – List the reasons the original report is being changed.

If you have any questions, please call Unemployment Insurance Tax Administration, Tax Accounting at 303-318-9100 (Denver-metro area) or 1-800-480-8299 (outside the Denver-metro area).